

ASSIGNMENT 4

Textbook Assignment: "Foreign Currency," chapter 5 and "Public Vouchers," chapter 6.

- 4-1. If foreign funds are readily available, the amount held by a disbursing officer should not exceed the requirements for what number of days?
1. 1
 2. 5
 3. 3
 4. 7
- 4-2. Ships visiting foreign ports for more than 7 days where foreign funds are not readily available should limit the amount of foreign funds to the requirements for what number of days?
1. 1
 2. 5
 3. 3
 4. 7
- 4-3. What is the preferred source for the procurement of foreign funds?
1. Commercial currency exchanges
 2. Other DOD disbursing officers
 3. Cashiers at a U.S. embassy or legation
 4. A Military Banking Facility
- 4-4. Regardless of the source of foreign funds, the disbursing officer requests a signed certificate stating all except which of the following items?
1. A certification that the exchange was made at the prevailing rate
 2. The amount of foreign currency delivered
 3. The amount of U.S. dollars received
 4. The exchange rate
- 4-5. When the legal rate of exchange is not fixed, a disbursing officer obtaining foreign currency from commercial sources must obtain how many bids, if possible?
1. One
 2. Two
 3. Three
 4. Four
- 4-6. The accepted bid for procurement of foreign funds from a commercial source must be witnessed by how many commissioned officers, other than the disbursing officer?
1. One
 2. Two
 3. Three
 4. Four
- 4-7. When purchasing foreign currency in a country with a fixed rate of exchange, the disbursing officer is not required to obtain a certificate stating the amounts of U.S. and foreign currency involved or the rate of exchange.
1. True
 2. False
- 4-8. When a change to the official rate of exchange occurs, the disbursing officer should, if possible, make the revaluation of foreign currency on hand at which of the following times?
1. The end of the business day in which the change occurs
 2. The beginning of the business day in which the change occurs
 3. Close business and revalue upon receipt of the official notification
 4. Whenever it is most convenient
- 4-9. When a disbursing officer holding foreign currency that has no fixed rate procures additional foreign currency, the disbursing officer will expend the funds in which of the following manners?
1. At the rate of exchange used for the latest procurement
 2. At the prevailing rate at the time of expenditure
 3. At a computed average purchase rate
 4. At the rate of exchange being used for the funds on hand before the procurement

- 4-10. Which of the following entries,As used as the transaction type in accounting for gains on revaluation of foreign currency?
1. 2D
 2. 2I
 3. 3I
 4. 3C
- 4-11. Which of the following individuals or agencies authorizes the disbursing officer to make accommodation sales of foreign currency when adequate facilities are not otherwise available?
1. The manager of the nearest MSF
 2. The commanding officer
 3. The Department of Treasury
 4. DFAS-CL
- 4-12. For a disbursing officer to repurchase foreign funds from personnel departing an Overseas area on PCS, the person must have written approval from the commanding officer if the amount exceeds how many months of pay and allowances?
1. 1
 2. 2
 3. 3
 4. 4
- 4-13. Disbursing officers authorized to make accommodation sales of foreign currency are required to maintain a record of those sales, on which of the following forms?
1. SF 1034
 2. DD 1131
 3. DD 2664
 4. DD 2666
- 4-14. Disbursing officers of afloat units obtain approval, if required, from whom before making accommodation sales to the crew?
1. DFAS-CL
 2. Commanding officer
 3. Senior officer present afloat
 4. No approval is required
- 4-15. A disbursing officer of an afloat unit should not repurchase foreign currency from accommodation sales unless it can be disposed of within how many days?
1. 5
 2. 10
 3. 30
 4. 60
- 4-16. Which of the following statements concerning the sale of foreign currency to another DOD disbursing officer is NOT true?
1. The rate of exchange is normally the rate used by the purchasing officer
 2. The rate of exchange is normally the rate used by the selling officer
 3. Any gain or loss will be accounted for by the selling officer
 4. If the official rate is different from that used by the selling officer, the official rate will be used
- 4-17. When foreign currency is sold to an MBF, the rate of exchange used will be which of the following rates?
1. The rate the currency was purchased by the selling officer
 2. The rate determined in the latest revaluation by the selling officer
 3. The published official exchange rate
 4. The buy rate used by the MBF on the date of exchange
- 4-19. When foreign currency is sold through commercial channels and no official rate of exchange has been established, how many bids, if possible, should be obtained by the disbursing officer?
1. One
 2. Two
 3. Three
 4. Four
- 4-18. When no other method is available to dispose of foreign currency, the disbursing officer may deposit cash funds for credit to the Treasury with which of the following institutions?
1. Any MBF
 2. Any FRB
 3. Citibank
 4. Bank of America

- 4-20. Which of the following items is NOT required to accompany the shipment of foreign currency being deposited to the Treasury?
1. A certification stating that no other method was available to dispose of the funds
 2. A DD 165
 3. An SF 215
 4. A letter of transmittal giving specific instructions to sell the currency and credit the U.S. dollar proceeds to the Treasury
- 4-21. To avoid the impact of charges assessed for handling checks in foreign currency, the disbursing officer should refuse to accept or deposit instruments (other than Canadian bank checks) having a dollar value of less than what amount ?
1. \$10
 2. \$15
 3. \$20
 4. \$25
- 4-22. A negotiable instrument payable in foreign currency may be deposited for credit to the Treasury with which of the following institutions?
1. Any MBF
 3. Any FRB
 3. Citibank
 4. Bank of America
- 4-23. Exchange fees and other collection charges assessed for the deposit of instruments payable in foreign currency will be charged to which of the following sources?
1. The remitter
 2. The Operations and Maintenance funds of the disbursing activity
 3. Either 1 or 2 above, dependent upon availability
 4. The accounting data used to record losses on revaluation
- 4-24. Quarterly reports to DFAS-CL concerning foreign currency are submitted by which of the following dates ?
1. 15 working days after the end of the quarter
 2. 15 calendar days after the end of the quarter
 3. The last day of the month after the end of the quarter
 4. The first day of the month following the month after the end of the quarter
- 4-25. A disbursing officer holds Italian Lire and Spanish Pesetas and makes accommodation sales of both currencies at an exchange rate that is different from that used for disbursements. How many DD 2663's must be maintained?
1. One
 2. Two
 3. Three
 4. Four
- 4-26. The three quarterly reports concerning foreign currency that are submitted to DFAS-CL may be consolidated since they all go to the same place.
1. True
 2. False
- 4-27. How are foreign currency balances held under a disbursing officer's accountability, including depository checking accounts, reported on the SF 1219?
1. As dollar amounts only
 2. As foreign currency units only
 3. As both dollar amounts and foreign currency units
 4. They are not reported on the SF 1219
- 4-28. The Report of the Balance of Foreign Currency Held Under Dollar Accountability includes all except which of the following categories?
1. Country of Currency
 2. Dollar Outlay for Accommodation Exchanges
 3. Monetary Unit
 4. Rate of Exchange

- 4-29. Which of the following items appears on the SF 215 used to deposit a check payable in foreign currency?
1. Name of the bank on which the check is drawn
 2. The foreign currency amount
 3. The date of the check
 4. All of the above
- 4-30. Which of the following blocks are left blank on an SF 215 submitted for the deposit to the Treasury of a check payable in foreign currency?
1. Date Prepared
 2. Date Presented or Mailed
 3. Amount
 4. Both 2 and 3 above
- 4-31. The accounting data necessary to charge payments made on public vouchers can be found in which of the following manuals?
1. NAVCOMPT Manual, volume 2
 2. NAVCOMPT Manual, volume 4
 3. DODFMR, volume 5
 4. DODFMR, Volume 7A
- 4-32. Which of the following officials provides approval for forms used in the payment of public vouchers?
1. Director, General Accounting Office
 2. Comptroller General of the U.S.
 3. Comptroller of the Navy
 4. Treasurer of the U.S.
- 4-33. The responsibility for the payment of public vouchers rests with whom?
1. The preparing officer only
 2. The disbursing officer only
 3. Both the preparing officer and disbursing officer
 4. The commanding officer
- 4-34. The contents of vouchers and the required supporting documents may vary slightly depending on the type of action or form used.
1. True
 2. False
- 4-35. When properly prepared, attested, and accompanied by the required supporting documents, a public voucher constitutes authority for a disbursing officer to make which of the following payments?
1. Partial
 2. Complete
 3. Progress
 4. All of the above
- 4-36. If payment of dealer's bills for foreign vendors cannot be made before a ship leaves port, which of the following arrangements should be made?
1. Have them mailed to the ship for payment
 2. Have them mailed to the designated FIPC for the ship
 3. Have them paid by a local activity
 4. Each of the above
- 4-37. Essential supporting documents that are classified cannot be attached to the original voucher. Which of the following items is NOT annotated on the supporting documents before filing?
1. The name of the paying disbursing officer
 2. The voucher number
 3. The disbursing office symbol number
 4. The date of payment
- 4-38. Which of the following DD forms is used to control the assignment of voucher numbers?
1. 2657
 2. 2659
 3. 2665
 4. 2667
- 4-39. To prevent duplicate payments when a suspected duplicate is detected, the preparing officer should check at least how-many preceding months of data files?
1. 6
 2. 12
 3. 18
 4. 24

- 4-40. A new series of voucher numbers will be started at the beginning of which of the following occasions?
1. Relief of the disbursing officer
 2. Each calendar year
 3. Each fiscal year
 4. When the number will exceed 5 digits during the accounting period
- 4-41. Where will the paid original voucher and supporting documents be maintained pending submission with the original financial returns?
1. In the disbursing officer's safe
 2. In the safe of the individual making the payment
 3. In any locked container within the disbursing office
 4. In any file container within the disbursing office
- 4-42. When a due date is not specified on the contract, the specific due date may be determined by referring to the guidelines found in which of the following documents?
1. NAVCOMPT, volume 2
 2. NAVSUP P-485
 3. DODFMR, volume 5
 4. Prompt Payment Act of 1982
- 4-43. When a number of vouchers are payable to the same payee, which of the following methods should be used for payment?
1. Pay weekly
 2. A single payment for all obligations
 3. Pay each individually
 4. Group them according to amount using the table in DODFMR, volume 5
- 4-44. A dealer's bill stated in foreign currency and paid in U.S. dollars will be paid at the exchange rate in effect on which of the following dates?
1. Paid
 2. Delivered
 3. Shipped
 4. Contracted
- 4-45. In all cases when contracts or any other written purchase agreement contain a provision for discount for prompt payment, the discount must be taken.
1. True
 2. False
- 4-46. If a dealer's bill is rotated in a currency listed as excess and the currency is not available to the disbursing officer, what disposition should be made of the bill?
1. Paid by U.S. Treasury check
 2. Forwarded to the servicing FIPC
 3. Forwarded to Treasury for payment
 4. Forwarded to a disbursing officer having access to the currency
- 4-47. If the discount terms offered on a dealer's bill are not in agreement with the discount terms offered in the contract, what action should the disbursing officer take?
1. Pay according to the contract terms
 2. Pay according to the dealer's bill terms
 3. Pay using the terms most advantageous to the government
 4. Return the dealer's bill to the vendor for correction
- 4-48. Payment is deemed to be made for the purpose of earning a discount on which of the following dates?
1. Date of the voucher
 2. Date of the check
 3. Date check is mailed
 4. Date voucher is prepared
- 4-49. If a discount period expires on a Saturday, Sunday, or holiday, the discount is considered to be earned if payment is made on what date?
1. The last business day prior
 2. The next business day
 3. The second business day
 4. The third business day
- 4-50. If a discount is applied to a voucher having multiple lines of accounting data, what is the minimum amount that requires a credit to the specific line of accounting data involved?
1. \$ 50
 2. \$ 75
 3. \$100
 4. \$200

- 4-51. When trade-inn are involved, the discount taken will be on which of the following amounts?
1. The net contract price
 2. The gross contract price
 3. The net contract price less taxes and freight
 4. The gross contract price less taxes and freight
- 4-52. Discounts will be computed on any amount approved for payment without regard for all except which of the following conditions?
1. Offsets for liquidated damages
 2. Offsets for duplicate payments
 3. Transportation charges for items priced on an f.o.b basis
 4. Offsets for interest on advance payments
- 4-53. A discount is considered cost effective when the savings are equal to at least what amount?
1. \$15
 2. \$20
 3. \$25
 4. \$50
- 4-54. A discount that has a rate which is less than the rate at which the Treasury can borrow money but involves more than \$100 will be accepted.
1. True
 2. False
- 4-55. When is the official Treasury rate for borrowing funds published?
1. January and July
 2. October and April
 3. Quarterly
 4. Annually in October
- 4-56. When there is a question as to whether a discount should be taken, which of the following actions should the disbursing officer take?
1. Take the discount
 2. Do not take the discount
 3. Contact the vendor for clarification
 4. Return the voucher to the preparing officer for resolution
- 4-57. A dealer's bill offers a discount of "5% 15 days net 30," the invoice date is 12 December and is received on 17 December. What is the annual percentage rate for this discount (rounded to a whole number)?
1. 7
 2. 8
 3. 9
 4. 10
- 4-58. When a vendor protests a discount taken that cannot be refunded by the disbursing officer, to which of the following agencies is the claim forwarded for settlement?
1. The servicing FIPC
 2. DFAS-CL
 3. Treasury
 4. GAO
- 4-59. Which of the following officers is responsible for making sure bills involving discounts are paid promptly?
1. Receiving
 2. Preparing
 3. Disbursing
 4. All of the above
- 4-60. When a discount is lost, the bill should be paid using which of the following provisions?
1. Immediately upon discovery
 2. Within 3 business days of discovery
 3. With other bills not offering a discount
 4. By the end of the month
- 4-61. A record of discounts lost because of circumstances beyond the Navy's control will not be maintained.
1. True
 2. False
- 4-62. A discount of \$750 was lost on a dealer's bill that was in the disbursing office. The lost discount would not be considered the fault of the disbursing officer unless the voucher was received at least how many working days before the expiration date?
1. 1
 2. 2
 3. 3
 4. 4

- 4-63. An office that receives a dealer's bill offering a discount that is subsequently lost will normally be charged with causing the loss if the bill was not processed within what part of the discount period?
1. One-fifth
 2. One-fourth
 3. One-third
 4. One-half
- 4-64. How often is the disbursing officer required to review the record of lost discounts and advise activities continually responsible for causing lost discounts?
1. Weekly
 2. Monthly
 3. Quarterly
 4. Semiannually
- 4-65. Interest due on payments will be computed using which of the following rules?
1. Compute from the date payment is due
 2. Compute through the day before payment
 3. Do not pay interest on improperly taken discounts
 4. Compound for each 30-calendar-day period following the original due date
- 1-66. The minimum interest payment that should be made is what amount?
1. \$ 1
 2. \$ 5
 3. \$10
 4. \$25
- 1-67. Payments due on Saturday, Sunday, or holidays may be paid on the next working day without the payment of interest.
1. True
 2. False
- 4-68. Which of the following statements concerning retained public vouchers is NOT true?
1. After the original returns are accepted, retained vouchers may be stored in open files or ordinary cabinets
 2. Before forwarding the original vouchers, retained vouchers should be stored with the original
 3. Until the original returns have been accepted, retained vouchers will be afforded the same security as the originals
 4. Copies of dealer's bills supporting an SF 1129 for payments made from imprest funds are not required to be attached to the retained voucher
- 4-69. Copies of vouchers that charge a bureau control number are forwarded to the activity performing the accounting function how often?
1. Daily
 2. Weekly
 3. Biweekly
 4. Monthly
- 4-70. Copies of supporting documents available at the naval activity originating the billing for appropriation and fund transfers using SF 1080 1 re not required to be filed with the retained copy of the voucher.
1. True
 2. False